

PROCEDURE FOR UNDERGRADUATE GRADE APPEAL

To make an appeal, please carefully read and follow the instructions outlined below. Appeal applicants should give themselves several weeks to prepare the appeal so that they will have adequate time to identify and collect all required paperwork. We urge you to avoid a last minute effort and submit your appeal well in advance of the appeal deadlines. All completed paperwork must be handed to a staff member in the Center for Advising and Academic Success (CAAS, Building 1A-101) for submission to the Committee on Course and Standing.

Students will receive written notification of committee's decision by mail approximately two weeks after the meeting date. Students are also encouraged to check their CUNYfirst account for an updated status.

1. Fill out **Instructor's Grade Change Release Form** for each WU/FIN grade you wish to petition. Follow instructions on form. *Note: Grade Change Release forms can be picked up at the Registrar's Office in 2A-107 or at the Center for Advising and Academic Success in 1A-101.*
2. Once form is verified, student must locate each professor and ask him/her to sign the form. If he/she is no longer at CSI, ask for the signature of the Department Chair. Office staff may be able to assist you in acquiring the signature. **An instructor's signature is not required for classes taken in the Computer Science, Modern Languages, or Psychology Departments.** *Please note: A Grade Change Release Form must be submitted with appeal paperwork even though a signature is not required for Computer Science, Modern Languages and Psychology.*
3. Write a well organized one page **Letter of Appeal** clearly explaining why you wish to appeal your WU / FIN grade. The letter should explain any medical, legal, emotional, financial or other hardships that were affecting you, e.g. relationship difficulties, divorce, illness, loss of loved one, financial or other hardships. Be specific about the event or concern; *who... what... when ... where ... why...how?* Reasons such as absence from classes, unaware of procedure to drop a class, or didn't like the professor are not considered extraordinary. If you did well in other classes that same semester, you must explain any discrepancy as well as why you failed to officially withdraw from the course. The letter must be typed and include date and name.
4. How you addressed your issues and how they will not interfere with future college work, e.g. *I have fully recovered from my illness, an unemployed family member is now working again, I have arranged child-care for my child.*

5. Provide **Supporting Documentation** about your issues for the semester in question, e.g. therapy, medical, financial, legal, employment or other emergency. Documentation such as a letter from other people may be acceptable (e.g. clergy, teacher, and employer). Be sure the letter is on official letterhead or stamped and signed.

6. Appeal paperwork should be arranged in the following sequence:
 1. Checklist for Readmission and/or Grade Appeal
 2. Course and Standing Petition
 3. Letter of Appeal
 4. Signed Instructor's Grade Change Release Form(s)
 5. Supporting Documentation

Please note: Incomplete appeals will not be accepted.